



## Payroll Officer

At The Midfield Group we are committed to the growth and sustainability of our suppliers, our company, customers, and the communities in which we operate as to supply quality Australian products throughout the world.

The Midfield Group is privately owned and operates a true 'Paddock to Plate' experience as we own farms, factories, and distribution as to ensure we retain control of the key elements of the process of getting livestock from paddock to plate.

We are currently seeking suitably experienced applicants for the role of **Payroll Officer** located in **Warrnambool**, Victoria.

### About the role:

This is a fixed term backfill position with the opportunity to move into other areas of the business when the contract is finished.

### About You:

- Ability to work effectively within fixed timelines
- Highly organised
- Attention to detail and good follow up skills
- Accurate and effective Data Entry skills
- Highly developed numeracy skills and the ability to undertake complex calculations manually and electronically (e.g. termination payments, long service leave payments and superannuation entitlements)
- Effective teamwork skills
- Good communication skills

### About the role:

- Delivering end to end of weekly payroll function
- Weekly payroll reporting
- Reporting to all stakeholders
- Dealing with all aspects of payroll administration
- Promptly and accurately responding to payroll-related queries from employees, managers, and external parties
- Maintaining accurate payroll records

### What we offer:

- Competitive remuneration
- Excellent career development opportunities
- On site canteen, staff discount and parking

If you believe you are suitable for this position, please submit a current resume or directly contact us via email [recruitment@midfield.com.au](mailto:recruitment@midfield.com.au). Please note only shortlisted candidates will be contacted.

**The Midfield Group are proud to be an Equal Opportunity Employer**